

CSC Adopted: **October 2001** , CSC Revised:**Class Title: Employee Benefits Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, develops, designs, evaluates, implements, communicates and administers the city's benefit programs. Provides benefit counsel, advice and third party administrative services to other agencies and departments. Assures compliance with all legal requirements and prepares and files required reports.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages the city's employee benefit plan by planning the benefit procurement schedule of events, defining and writing bid specifications, evaluating and recommending proposals, writing and executing communication plans, conducting open enrollment, defining HRIS functional benefit requirements and changes, establishing policy, preparing forms and reports, ensuring statute compliance, providing budget projections, providing guidance, training and assistance, investigating and resolving complaints, evaluating and authorizing emergency fund withdrawals, coordinating and corresponding with various plan presidents, administrators, directors, and inside and outside agencies and departments, overseeing staff, facilitating staff/employee benefits review committee.
2	L	Provides other general employee benefit services by maintaining knowledge and expertise, attending training sessions and seminars, meeting with other benefits personnel, maintaining status and responding to pending legislation, conducting annual and ad-hoc benefit surveys and responding to those received, conducting benefit research projects, developing benefit related positions, responding to benefit issues, participating in grievance hearings, conducting briefings, participating on community benefit panels and advisory groups, answering benefit queries.
3	L	Participates in other Human Resource activities by providing input and performing various actions as a member of departmental teams, committees and ad-hoc groups, providing for disaster control, providing assistance, writing a newsletter column, providing employee benefit training, participating in the development and refinement of departmental missions, goals and objectives, budgets and related performance issues, coordinating for the Director the Special Request for Leave and FMLA policies, coordinating the \"health\" programs with the Wellness Coordinator, and remaining abreast of current HR legislation, industry trends and proposed changes.
4	L	Assures that Third Party Administrative services are provided to other city agencies by maintaining appropriate software, establishing administrative policy, providing plan guidance to participating agencies, training staff, ruling on special requests, investigating and resolving participant complaints, coordinating with payroll and IT support, maintaining adequate trust account, reimbursing city treasurer for employee claim payments, preparing, budgeting and billing customer agencies for appropriate service costs, maintaining working relationship with Finance, IT, and HR Staffs of agencies serviced.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	L	Develops and maintains cooperative purchase relationship with other city agencies by partnering with other agencies to improve service delivery and cost, providing leadership to develop and maintain working relationships, conducting planning to maximize consortium purchased position and agency staff inclusion, and initiating briefings to keep agencies informed of current issues and the market.
6	L	Performs related duties by training, supervising and coaching a permanent work group.

CSC Adopted: October 2001 , CSC Revised:**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License, Certified Employee Benefits Specialist or Certified Benefits Professional
Reading	Work requires the ability to read benefit proposals, journals, legislation, and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and statistics.
Writing	Work requires the ability to write proposals, benefit plan documents, and correspondence.
Managerial	Managerial responsibilities include planning and overseeing open enrollment, benefits administration, research projects, and budgets.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting personnel and vendors, copier, fax machine, filing, supervision
Sitting	F	Computer, desk work, answering telephone, driving, meetings
Walking	F	To/from meetings, to/from appointments within other departments/offices
Lifting	O	Files, reports, manuals, cables, office supplies and equipment, boxes
Carrying	O	Files, reports, manuals, cables, office supplies and equipment, boxes
Pushing/Pulling	O	Boxes of communication materials
Reaching	O	Forms and handouts from rack
Handling	O	Files, reports, manuals, cables, office supplies and equipment, boxes
Fine Dexterity	C	Computer keyboard, calculator, writing, telephone use
Kneeling	R	Connecting/disconnecting power/data cables
Crouching	R	Connecting/disconnecting power/data cables
Crawling	R	Connecting/disconnecting power/data cables
Bending	F	Connecting/disconnecting power/data cables, processing communications materials
Twisting	R	Connecting/disconnecting power/data cables
Climbing	R	Step stool, stairs
Balancing	R	Connecting/disconnecting power/data cables
Vision	C	Computer, desk work, reading, writing, customer service, driving, supervision, inspections
Hearing	C	Telephone, co-workers, staff, supervisor, vendors, clients, meetings
Talking	C	Telephone, co-workers, staff, supervisor, vendors, clients
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised:**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, motor vehicle, Standard Windows and Office software, PeopleSoft, PowerPlus, Advantage Financial System software (AFIN), Adobe Acrobat, LaserFiche, CITRIX, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)